



G6 Service Requests

31 JANUARY 2006



G6 Service Request

The G6 Service Request system provides the customer with a formal route to requesting new and additional services from G6 or NMCI.



Common Uses for the G6 Service Request

Requests include, but are not limited
to the following requests.



Phone Services

- Requesting a new phone line
- Moving a phone line
- Repairing phone line
- Installation of cable



Software

- Installing software
- Upgrade software



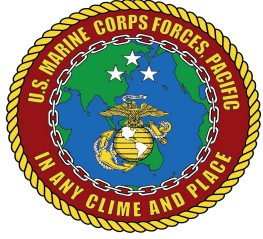
Blackberries

- Request blackberry
- Request blackberry service
- Blackberry Maint. (include MLSD)



EKMS

- Install STU phone
- Install STE phone



New Workstation

- NIPR Computer
- SIPR Computer
- RIPR Computer



Peripherals

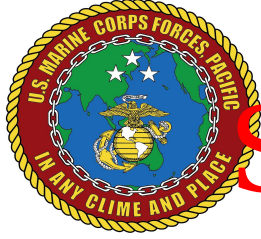
- Scanner
- Printer
- USB Devices
 - SIPR devices require DAA Approval Letter



QUESTIONS?



Submitting an Electronic Service Request



Service Request Website

<https://assetmanager.mfp.usmc.mil/webmodules/computers/newservicerequest.aspx>

G-6 SERVICE REQUEST

User Information

Abjornson, Maj Erik
Achee, SSgt Steven C
Acocella, GySgt Mark L
Adams, Cpl Kurtis J
Ahern, LtCol Peter W
Ainsworth, LCpl Bernadette L
Aivao, MGySgt Tulua
Akers, LtCol Douglas E
Akey, MSgt Geoffrey P

Update

Title:

Rank:

Service:

Section:

Phone:

Company:

NMCI Email:

ot MARFORPAC)

Computer Information

10BVQ21
133S421
13J3Q21
15J3Q21
17V2Q21
1853Q21
18QMG11
1BL9P21
1BR3Q21

Update

Machine Name::

Asset Tag:

Floor:

Room:



Locate user name on list and click update,
additional user information will update
automatically.

User Information			
User:	<div>Shortt, LCpl Michael F Shujie, Change Siemon, MGySgt Kevin R Silven, LtCol Michael R Silvia, LtCol Mark A Silvio, Capt (USMC) Joseph L Simmons, LtCol Steven A Sipes, LtCol John A Skinner, 1stSgt Bonnie E</div> <div>Update</div>	Title: <input type="text" value="A.ServiceRequest NCO"/>	Rank: <input type="text" value="LCpl"/>
UIC:	<input type="text" value="20021"/>	Service: <input type="text" value="USMC"/>	Section: <input type="text" value="G6 SE"/>
Office:	<input type="text" value="Customer Liaison"/>	Phone: <input type="text" value="808-477-8520"/>	Company: <input type="text" value="HQ"/>
Legacy Email:	<input type="text"/>	NMCI Email: <input type="text" value="Michael.shortt@usmc.mil"/>	
Address (If not MARFORPAC)	<input type="text"/>		



Locate computer name on list and click update, additional computer information will update automatically.

Computer Information					
Computer:	<div><div>17V2Q21</div><div>1853Q21</div><div>18QMG11</div><div>1BL9P21</div><div>1BR3Q21</div><div>1C7JQ21</div><div>1CV2Q21</div><div>1DV2Q21</div><div>1FQSP21</div></div> <div>Update</div>	Machine Name::	<div>WDSMTZ400224</div>	Asset Tag:	<div>3000174552</div>
Building:	<div>600</div>	Floor:	<div>1</div>	Room:	<div>1</div>
Cubide:	<div>IC/</div>	Classification:	<div>NIPR</div>	Port ID:	<div></div>



Include a clear request explanation and justification. Without a clear justification the request will be sent

Request Information

Request:

Justification:



Insert any important documents that may further specify the item or justification (Optional)

File to attach:

Browse...

☐ Please check here if supply approval is needed for this request

Save Changes

Save Changes



Confirmation of request will be shown on following page with your Service Request number. The URL shown on this page can be used to track the status of your ticket.

Your service request has been submitted successfully.

Your Service Request number is MFP000096

You can use the following URL to check the status of your Service Request

<https://assetmanager.mfp.usmc.mil/webmodules/computers/ShowServiceRequest.aspx?mode=view&id=96>



Questions?



ISC Approval of a Service Request



ISC Approval of a Service Request

The next step of the process to submitting a request is ISC approval. After the request is submitted it is directly sent to the ISC account for approval. ISCs can view the requests awaiting approval at the following site:

[https://assetmanager.mfp.usmc.mil/
WebModules/Accounts/Login.aspx](https://assetmanager.mfp.usmc.mil/WebModules/Accounts/Login.aspx)



The image shows a web browser window with a title bar. Inside the window, the top section has a small circular logo on the left, followed by the text "MARFORPAC" in large, bold, yellow letters with a black outline. To the right of this, the words "Asset Manager" are written in a smaller, black, serif font. Below this header, the text "Welcome to the Asset Manager." is displayed, followed by "Please log in below." Below this text, there are two input fields: the first is labeled "Logon:" and the second is labeled "Password:". Below the input fields, there is a button labeled "Login".

Login and password information will be given when G6 receives ISC Appointment Letter.



Once you are logged in the following screen will appear



MARFORPAC

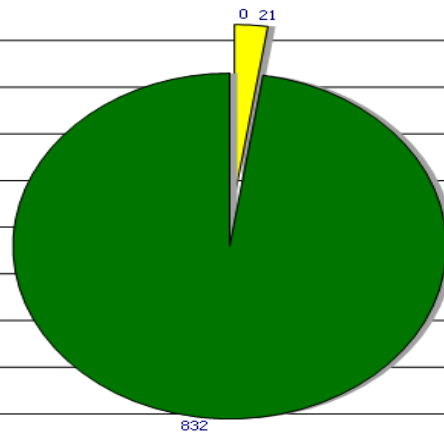
*Asset
Manager*

Computer Manager

[Computers](#) | [Applications](#) | [Users](#) | [MACs](#) | [Trouble Tickets](#) | [Service Requests](#) | [Reports](#)

Machine Percentages - 853 Total Machines

- Non-Mission Capable (0)
- Incomplete (21)
- Complete (832)






Click the Service Request tab

Service Requests - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <https://assetmanager.mfp.usmc.mil/webmodules/computers/ServiceRequests.aspx> Go Links

 **MARFORPAC** Asset Manager

Welcome, Russel Hattery [My account](#) [Sign Out](#)

Computer Manager

[Computers](#) | [Applications](#) | [Users](#) | [MACs](#) | [Trouble Tickets](#) | [Service Requests](#) | [Reports](#)

View | **Search**

Status	Status	SR	AssignedTo	Opened	Last Name	First Name	Section	Serial Number
●	Open	MFP000078	CLS	1/5/2006	Dean	Lisa	Comptroller	1CV2Q21
●	Approved	MFP000025	CLS	10/6/2005	Smith	Deanna	G4	67QMG11
●	Approved	MFP000043	CLS	10/28/2005	Osborn	Darrell	G2	23HZ680
●	Approved	MFP000048	CLS	10/31/2005	Bazin	Chris	G4	CSMZ531
●	Approved	MFP000056	CLS	11/29/2005	Woodard	Bobby	G1	JB7JQ21
●	Approved	MFP000058	CLS	12/14/2005	Kauwe	Keith	G2	8953Q21
●	Approved	MFP000082	CLS	1/9/2006	Piccoli	Denise	G6 SE	DD00Q21
●	Approved	MFP000084	CLS	1/9/2006	Johnson	Larry	G4	67QMG11
●	Complete	MFP000061	CLS	12/14/2005	Kleine	Nicholas	G2	23HZ386
●	Complete	MFP000063	CLS	12/14/2005	Kauwe	Keith	G2	4PN0521
●	Complete	MFP000065	CLS	12/15/2005	Shortt	Michael	G6 SE	5P7LP21

Start | Microsoft PowerPoint - [G...] | Service Requests - M... | Untitled - Paint | Inbox - Microsoft Outlook | Internet | 1:07 PM



This will show all requests currently awaiting approval from the ISC. Click on the request you wish to

Service Requests - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

Address: https://assetmanager.mfp.usmc.mil/webmodules/computers/ServiceRequests.aspx

MARFORPAC Asset Manager

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Computer Manager

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Status	Status	SR	Assigned To	Opened	Last Name	First Name	Section	Serial Number
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Approved	Approved	MFP000048	CLS	10/31/2005	Bazin	Chris	G4	CSMZ531
Approved	Approved	MFP000056	CLS	11/29/2005	Woodard	Bobby	G1	J87JQ21
Approved	Approved	MFP000058	CLS	12/14/2005	Kauwe	Keith	G2	8953Q21
Approved	Approved	MFP000082	CLS	1/9/2006	Piccoli	Denise	G6 SE	DD00Q21
Approved	Approved	MFP000084	CLS	1/9/2006	Johnson	Larry	G4	67QMG11
Complete	Complete	MFP000061	CLS	12/14/2005	Kleine	Nicholas	G2	23HZ386
Complete	Complete	MFP000063	CLS	12/14/2005	Kauwe	Keith	G2	4PN0521
Complete	Complete	MFP000065	CLS	12/15/2005	Shortt	Michael	G6 SE	5P7LP21




The request will appear with the information the customer has

Service Request - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File Edit View Favorites Tools Help

Address <https://assetmanager.mfp.usmc.mil/webmodules/computers/ShowServiceRequest.aspx?mode=view&id=48> Go Links »

 **Asset Manager**

Welcome, Russel Hattery [My account](#) [Sign Out](#)

Computer Manager

[Computers](#) | [Applications](#) | [Users](#) | [MACs](#) | [Trouble Tickets](#) | [Service Requests](#) | [Reports](#)

G-6 Service Request

G-6 Use Only

MAC #	TT #	SR #	IT Proc #
<input type="text"/>	<input type="text"/>	MFP000048	<input type="text"/>

Status: Assigned To:

User Information

User:	<input type="text" value="Chris Bazin"/>	Title:	<input type="text" value="Wartime Host Nation"/>	Rank:	<input type="text"/>
UIC:	<input type="text" value="20021"/>	Service:	<input type="text" value="CIV"/>	Section:	<input type="text" value="G4"/>
Office:	<input type="text"/>	Phone:	<input type="text" value="4778341"/>	Company:	<input type="text"/>
Legacy Email:	<input type="text" value="BAZINCP@MFP.USMC.M"/>		NMCI Email:	<input type="text" value="christopher.bazin@usmc.m"/>	
Address (If not MARFORPAC)	<input type="text"/>				

Computer Information

<input type="text" value="CSMZ531"/>
<input type="text" value="CSSHP21"/>
<input type="text" value="CT1RP21"/>
<input type="text" value="CT9VQ21"/>

Start | Microsoft PowerPoint - [G...] | Service Request - Micr... | Untitled - Paint | Inbox - Microsoft Outlook | 1:13 PM



At the bottom left hand corner of the request there will be an approve button. Clicking this will give ISC approval and forward the request to the

Microsoft Internet Explorer provided by Navy Marine Corps Intranet

Address: <https://assetmanager.mfp.usmc.mil/webmodules/computers/ShowMAC.aspx?mode=edit&id=1780>

Building: PH Floor: 1 Room: PH
Cubicle: Classification: NIPR Port ID:

MAC: 575307 Trouble Ticket: Type: General
Status: Initiated NMC:
Opened: 1/20/2006 Last Contact: Closed:

Summary: Delete Account.

Request: Justification:

COMMENTS

Author	Date	Comment

Approve

Taskbar: Start, Microsoft Power..., Show MAC - Mi..., Untitled - Paint, Inbox - Microsof..., Scan Manager, PaperPort, 1:28 PM



Division/Department Head Approval



The Division Head will follow the same steps of the ISC to approve under their separate accounts.

Account information can be received by contacting the G6 Customer Liaison Section.



Once all approvals are received from your section the request will be forwarded to G6 for approval and processing.



If at any time the request cannot be completed it will be sent back to the ISC with reasoning for rejection.



Questions?





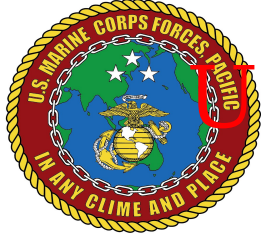
USB Devices

31 January 2006



What are USB Devices

- Examples of USB Devices
 - Thumb Drives and Flash Drives
 - External Hard Drives
 - USB Scanners and Printers
 - USB CAC Card Readers
 - Web Cameras



SMC Policy on USB Thumb Drives

- Use or connection of personally owned removable secondary storage media devices with any unclassified government computing device with prior written approval of the local DAA is Prohibited
- Government-Procured removable secondary storage media devices of any capacity are approved for use in NIPRNET or other unclassified Computing Systems



USMC Policy on USB Thumb Drives Cont.

- Use or connection of any removable secondary storage media device on computing devices that process classified is prohibited without prior written approval of the local DAA.



How to get them locally

- Submit a service request for the purchase of USB Device.
 - Service request should include classification level that the USB Device will be used on.
 - If the device is to be used on Classified computing devices, an approved local DAA letter must be attached.



Reference

- MARADMIN 590/05



Questions?





Type II Allowances

31 January 2006



What they are

- Type II Allowance include but are not limited to:
 - Printers and Scanners
 - Computer Suites
 - Tool Sets
 - Other IT items that can be used without the aid of a computer



What they are not

- Items that are not type II allowances include:
 - Repair items
 - Consumables
 - Peripherals
 - Other IT items that cannot be used without the aid of a computer with the exception of scanners and printers



Procuring Type II items

- Type II items cannot be open purchased without a change to the T/E (table of equipment)
- Sections will request changes to their T/E and CMR accounts as necessary. This will be provide to G-6 with a service request.



How they are tracked

- Type II allowances are tracked by the section's T/E
- Non Type II IT related items that are highly Pilferable will be centrally managed by the local G6 and tracked by an ECR (Equipment Custody Record) or 1149 to section



References

- MCO P4400.150E
- MARADMIN 590/05



Questions?





ASSET MANAGER

31 January 2006



Asset Manager user guide.

ALICE, THIS YEAR YOU
DID THE WORK OF FOUR
PEOPLE AND MADE OVER
\$10 MILLION FOR THE
COMPANY.

www.dilbert.com

BUT ACCORDING TO
OUR WEB MONITORING
SOFTWARE, YOU USED
COMPANY RESOURCES TO
LOOK AT A WEATHER
WEB SITE.

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THIEF.



Go to
<https://assetmanager.mfp.usmc.mil/>


MARFORPAC Asset Manager - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://assetmanager.mfp.usmc.mil/webmodules/computers/default.aspx> Go Links

Google 571128

 **MARFORPAC** *Asset Manager*

Welcome, Guest. [Click to log in](#)

Computer Manager

Computers | Applications | Users | MACs | Trouble Tickets | Service Requests | Reports



Type you user name and password given
to you by LCpl Durio (477-8520),
and then Click **Login**


MARFORPAC Asset Manager - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

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Address <https://assetmanager.mfp.usmc.mil/WebModules/Accounts/Login.aspx> Go Links

Google 571128

 **MARFORPAC** *Asset Manager*

Welcome, Guest. [Click to log in](#)

Welcome to the **Asset Manager**.
Please log in below.

Logon:

Password:

Login




You will see your name appear in the top right of the screen.

MARFORPAC Asset Manager - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

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 **MARFORPAC** *Asset Manager* Welcome, **Floyd Dannels** [My account](#) [Sign Out](#)

Computer Manager

Computers | Applications | Users | MACs | Trouble Tickets | Service Requests | Reports

Machine Percentages - 853 Total Machines

- Non-Mission Capable (0)
- Incomplete (21)
- Complete (832)

0 21



There are seven sections in Asset Manager. We will be focusing on six of them

- Computers
- Applications
- Users
- MACs
- Service Requests
- Reports



COMPUTERS


Computers - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste

Address <https://assetmanager.mfp.usmc.mil/webmodules/computers/Computers.aspx> Go Links

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Computer Manager

Computers | Applications | Users | MACs | Trouble Tickets | Service Requests | Reports

New	View	Edit	Delete					
Status	Serial Number	Machine Name	Asset	Classification	First Name	Last Name	NET Seat ID	CLIN
●	10BVQ21	ELSMTZ400535	3000179577	NIPR	Rodney	Bracey	4261244	0004AC
★	133S421	RIPR	3000075326	SIPR	Leo	Lebel	4353847	0001AA
★	13J3Q21	WDSMTZ400001	3000175985	NIPR	Michael	Lorence	2127871	0001AB
★	15J3Q21	WDSMTZ400114	3000176046	NIPR	Kevin	Ong	2703139	0001AB
★	17V2Q21	WDSMTZ400224	3000174552	NIPR	Daniel	Lindberg	4218697	0001AB
★	1853Q21	WDSMTZ400299	3000175184	NIPR	Nicholas	Kleine	2702330	0001AB
●	18QMG11	ELSMTZ400506	N/A	NIPR	Timothy	Howard	4037294	0004AC
★	1BL9P21	WDSMTZ400610	3000163489	NIPR	Michael	Lee	4264749	0001AB
★	1BR3Q21	WDSMTZ400552	3000176818	NIPR	Omar	Provencio	4265706	0001AB



This section will tell you everything
you need to know about each
computer

- Serial Number
- Machine Name
- Asset Tag
- Classification
- Assigned User
- Net Seat ID
- Clinn



By highlighting a computer and clicking View at the top of the page you can view more specific information on that asset.

- Location
- Peripherals attached
- Network attached to
- All MAC Request involved in

If you see any discrepancies please contact the Customer Liaison Section.




Applications

Applications - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print ABC 571128

Address <https://assetmanager.mfp.usmc.mil/webmodules/computers/Applications.aspx> Go Links

 **MARFORPAC** *Asset Manager* Welcome, **Floyd Dannels** [My account](#) [Sign Out](#)

Computer Manager

Computers | Applications | Users | MACs | Trouble Tickets | Service Requests | Reports

		Id	Name	Version	Acronym	RFS	COTS/GOTS
		Licenses 1	2002 USMTF User Format	2002	USMTF	10533	GOTS
		Licenses 155	A+	none	A+		COTS
		Licenses 2	Accelio Capture Classic Form Flow Filler	2.23.2	FormFlow	65846	GOTS
		Licenses 174	Active Sync	3.1	Active Sync		COTS
		Licenses 3	Adobe Acrobat	5.0.5	Acrobat Reader	10141	COTS
		Licenses 4	Adobe Acrobat (Full version)	4.0	Acrobat Writer	10226	COTS
		Licenses 5	Adobe Acrobat 6.0 Professional	6.0	Acrobat Writer	74398	COTS



This section is a list of applications allowed at Camp HM Smith (SMTZ). This section will tell you several things.

- Version allowed
- Licenses available
- COTS or GOTS designation



Users


Users - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print ABC 571128

Address <https://assetmanager.mfp.usmc.mil/webmodules/computers/Users.aspx> Go Links »

Google 571128

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Computer Manager

Computers | Applications | **Users** | MACs | Trouble Tickets | Service Requests | Reports

New View Edit Delete

Last Name	First Name	MI	Rank	NET User ID	Phone
Abjornson	Erik		Maj	200638275	808 477-8895
Achee	Steven	C	SSgt	200483631	4778996
Acocella	Mark	L	GySgt	200332289	4778664
Adams	Kurtis	J	Cpl	200302189	4778566
Ahern	Peter	W	LtCol	200398734	4778624
Ainsworth	Bernadette	L	LCpl	200038446	4778315
Ainsworth	Talyn		MCySgt	200514736	808 477-8895



In the Users Section there is a list of all registered users at MARFORPAC. It has the following information.

- Last Name
- First Name
- Middle initial
- Rank
- Net User ID
- Phone Number



If you highlight a user name and click on “View” at the top of the page you can see more in-depth information for each user,

such as:

- Legacy and NMCI Email Address
- All MACs submitted by/for this user

If you see any discrepancies such as; Rank, Spelling, Phone Number etc. Please contact the Customer Liaison section.



MACs


MACs - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

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Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address <https://assetmanager.mfp.usmc.mil/webmodules/computers/MACs.aspx> Go Links »

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Computer Manager

Computers | Applications | Users | **MACs** | Trouble Tickets | Service Requests | Reports

New | View | Edit | Delete | Search

Status	Status	MAC	Ticket #	Last Update	Last Name	First Name	Serial Number	Summary
●	Initiated	546138		1/4/2006	Calumpang	leonardo	63J3Q21	Install ArcInfo.
●	Initiated	566669		1/13/2006	Calumpang	leonardo	63J3Q21	Un-Install AutoCad
●	Initiated	575305		1/20/2006	Cuevas	Hector	DEFAULT	Delete Account.
●	Initiated	576907		1/23/2006	LaCalamito	Joseph	DEFAULT	Change V-Lan
●	Initiated	577358		1/23/2006	Marchione	Lawrence	DEFAULT	Change V-Lan



The MACs section is used to track MAC requests after they have been initiated by the Customer Liaison Section. The main page is a quick reference guide including the following information:

- Status
- MAC Number
- Ticket number
- Date Last Updated
- User Name
- Computer Serial Number
- Summary of Request



If you highlight a Request and click view at the top of the screen you can see more in-depth information about the request, such

as:

- All of the User's information
- All of the Computer information
- Request Explanation
- Justification
- Added Comments



Service Requests

Service Requests - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

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Computer Manager

Computers | Applications | Users | MACs | Trouble Tickets | **Service Requests** | Reports

View | **Search**

Status	Status	SR	AssignedTo	Opened	Last Name	First Name	Section	Serial Number
	Approved	MFP000070	MACs	12/21/2005	Calumpang	leonardo	Facilities	63J3Q21
	Approved	MFP000077	MACs	1/5/2006	Woodard	Bobby	G1	JB7JQ21
	Approved	MFP000079	MACs	1/5/2006	Atherton	Carl	G3 CVIC	53GHP21



The Service Request section is used to track Service requests. The main page is a quick reference guide to all the service request assigned to you, including the following information:

- Status
- Service Request Number
- Who it is assigned to
- When it was opened
- Who it is for
- What Asset it is for



If you highlight a Request and click view at the top of the screen you can see more in-depth information about the request, such as:

- MAC Number
- Ticket Number
- Complete User Info
- Complete Asset Info
- Request information
- Approvals
- Comments



Reports

Reports - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File Edit View Favorites Tools Help

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Address <https://assetmanager.mfp.usmc.mil/webmodules/computers/Reports.aspx> Go Links

Google western union

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Computer Manager

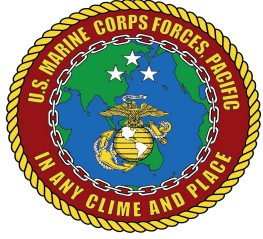
Computers | Applications | Users | MACs | Trouble Tickets | Service Requests | Reports

NET Check	Ad Hoc
The NET Check report will compare the NET Asset Report to the information in Asset Manager and return a list of discrepancies.	Use the Ad Hoc report to generate a custom report of Asset Manager's Computer data.



There are two types of reports

- Net Check
 - The NET Check report will compare the NET Asset Report to the information in Asset Manager and return a list of discrepancies.
- Add Hoc
 - Use the Ad Hoc report to generate a custom report of Asset Manager's Computer data.



AD HOC REPORT

- Add Hoc Reports create an at hand report of the assets in the search.



The First page of the AD HOC report will allow you to choose the term of the search.
The optional searched fields are:

- NET Seat ID
- Serial Number
- Asset Tag
- Machine Name
- Building
- Floor
- Room
- Cubicle
- Section
- Classification
- CLIN
- Port ID
- Type
- Network
- DVD
- CDRW
- ZIP
- NET User ID
- Last Name
- First Name
- MI
- Rank
- UIC
- Service
- User Section



SEARCH

In this Search we will look for Section, Asset Tag, Serial Number, Machine Name, and CDRW. This will give us a list of all of our computers with CDRWs.

COMPUTER AD HOC REPORT

☐ Check All

☒ NET Seat ID:

☒ Serial Number:

☒ Asset Tag:

☐ Machine Name:

☐ Building:

☐ Floor:

☐ Room:

☐ Cubicle:

☒ Section:

☐ Classification:

☐ CLIN:

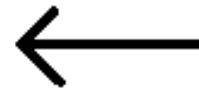
☐ Port ID:

☐ Type:

☐ Network:

☐ DVD:

☒ CDRW:





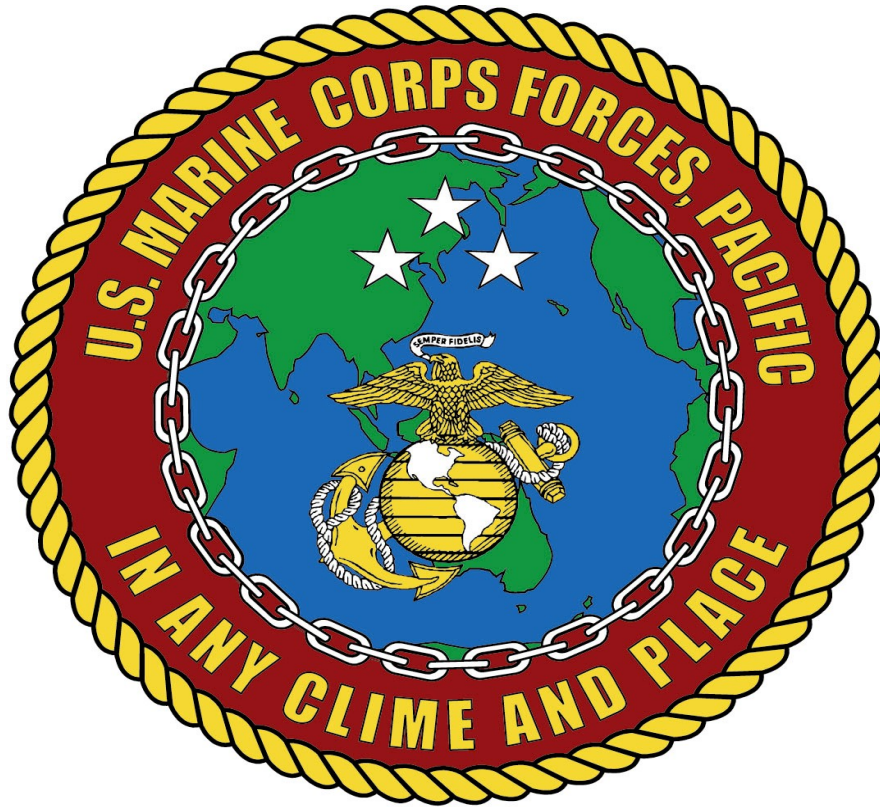
SEARCH

I have left all options blank except for the “Section”, and CDRW. This will create a report with all of the computers in your section that have CDRWs. By leaving an option box empty it will add that column to the report.



Questions?





Functional Accounts

31 January 2006



See Handout.

221629Z DEC04

UNCLASSIFIED/I

MSGID/GENADMIN/CMC WASHINGTON DC C4 CPu
REF/AIGENADMIN/COMNAVNETWARCOM/09 1 345ZJUL2004//
REF/B/MARADM IN/CMC WASHINGTON DC/26 111 4Z0CT2004//
REF/C/DODD 8500.1/-/-/
REF/D/MARADMIN/CMC WASHINGTON DC/121430ZAUG2003//
REF/E/MARADMIN/CMC WASHINGTON DC/08 11 00Z0CT2003//
REF/F/GENADM IN/COMNAVNETWARCOM/ 131451 ZMAR2003//
POC/RAY A. LETTEERIGS- I 4/HQMC C4 CP IAI-/TEL: 703-693-3490
/TEL:DSN 223-3490/EMAIL:LETTEERRA@HQMCUSMCMIL//
POC/JOESPH L. BAXTER/MAJ/HQMC C4 CP IAI-/TEL:703-693-3490
/TEL:DSN 223-3490/EMAIL:BAXTERJL@HQMCUSMCMIL//
POC/W. H. RYBCZYNSKI/MSGT/HQMC C4 CP IAI-/TEL:703-693-3490
/TEL:DSN 223-3490/EMAIL: RYBCZYNSKIWH@HQMC.USMCMIL//
POC/JEFF WATTS/CTR/HQMC C4 CP IAI-/TEL: 703-693-3490,TEL: DSN 223-3490
/EMAIL:WATTSJA.CTR@HQMCUSMCMIL//
NARR/REF A IS NIA 12-04, AND ADDRESSES NMCI FUNCTIONAL USER
ACCOUNTS. REF B IS HQMC C4 USMC FUNCTIONAL ACCOUNT POLICY MESSAGE.
REF C IS DOD POLICY FOR INFORMATION ASSURANCE (IA). REF D IS
MARADMIN 366-03 AND SETS POLICY FOR ELECTRONIC MAIL (E-MAIL) NAMING
CONVENTION STANDARDS. REF E IS MARADMIN 476-03 AND PROVIDES ADDITIONAL
GUIDANCE TO REF D. REF F IS NIA 02-03, SCREENSAVER GUIDANCE.//
GENTEXT/REMARKS/

1. PURPOSE. THIS MESSAGE CITES GUIDANCE SPECIFIC FOR THE USE OF FUNCTIONAL ACCOUNTS IN THE MARINE CORPS, MODIFIES/REPLACES
2. EXISTING FUNCTIONAL ACCOUNT POLICY, AND SUPERSEDES REFS A AND B. IT ALSO PROVIDES IMPLEMENTATION PROCEDURES TO ENSURE STANDARDIZATION AND COMPLIANCE THROUGHOUT THE USMC ENTERPRISE.
2. BACKGROUND. REFS A AND B DISCUSSES THE USE OF FUNCTIONAL ACCOUNTS THROUGHOUT DON (INCLUDING THE MARINE CORPS). THE FOLLOWING SUMMARIZES THE REQUIREMENTS FOR AUTHORIZATION OF THESE ACCOUNTS:
 - a. COMMAND VALIDATED MISSION REQUIREMENT
 - b. DOCUMENTED PROCEDURES IN PLACE THAT SHOW TRACEABILITY
 - c. MUST BE ADDED TO SSAA AND APPROVED BY THE COMMAND DAA
 - d. NMCI MOVE, ADD, CHANGE (MAC) REQUESTS MUST BE REVIEWED AND APPROVED BY LOCAL IAM
 - e. THE MARINE CORPS ENTERPRISE NETWORK (MCEN) DAA MUST ACCEPT THE INHERENT RISK(S) AND APPROVE FOR USE



Functional Accounts are defined as:

- **A NETWORK ACCESS ACCOUNT THAT IS
ACCESSED BY MORE THAN ONE
AUTHORIZED USER.**



FUNCTIONAL ACCOUNTS INCLUDE

- **WATCHSTANDER ACCOUNTS,**
- **DUTY ACCOUNTS,**
- **ROLE-BASED
SYSTEM/APPLICATION SPECIFIC
ACCOUNTS**
- **TRAINING ACCOUNTS.**



FUNCTIONAL ACCOUNTS

- **THESE ACCOUNTS ARE NOT TO BE CONFUSED WITH “FUNCTIONAL MAILBOXES” OR “ORGANIZATIONAL MAILBOXES”.**



REQUIREMENTS FOR AUTHORIZATION OF THESE ACCOUNTS.

- COMMAND VALIDATED MISSION REQUIREMENT.
- DOCUMENTED PROCEDURES IN PLACE THAT SHOW TRACEABILITY.
- MUST BE ADDED TO SSAA AND APPROVED BY THE COMMAND DAA.
- NMCI MOVE, ADD, CHANGE (MAC) REQUESTS MUST BE REVIEWED AND APPROVED BY LOCAL IAM.
- THE MARINE CORPS ENTERPRISE NETWORK (MCEN) DAA MUST ACCEPT THE INHERENT RISK(S) AND APPROVE FOR USE.



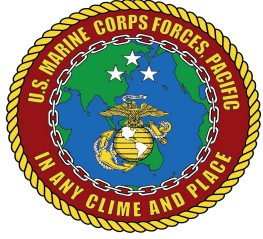
FUNCTIONAL ACCOUNTS

DEFINITION OF TERMS:



AUTHORIZED USER

- IAW REF C, ANY APPROPRIATELY CLEARED INDIVIDUAL WITH A REQUIREMENT TO ACCESS A DOD INFORMATION SYSTEM IN ORDER TO PERFORM OR ASSIST IN A LAWFUL AND AUTHORIZED GOVERNMENTAL FUNCTION



FUNCTIONAL ACCOUNT USER

- AN AUTHORIZED USER, THAT MEETS THE REQUIREMENTS FOR A FUNCTIONAL ACCOUNT, WHO IS PROVIDED A USER ID AND PASSWORD BY THE ACCOUNT CUSTODIAN.



ACCOUNT CUSTODIAN

- A DESIGNATED COMMAND REPRESENTATIVE WHO IS DELEGATED RESPONSIBILITY TO MANAGE FUNCTIONAL ACCOUNT (S) PERMISSIONS, ACCESS LISTS, PASSWORDS AND AUDIT THE ACCOUNT (S) USE.



DUTY

- REFERS TO THE COMMAND ASSIGNED TASK TO BE COMPLETED. THIS IS NOT LIMITED TO MILITARY WATCHSTANDERS ONLY, IT ALSO IS USED TO REFER TO PERSONNEL WHEN THEY ARE PERFORMING THEIR ASSIGNED TASKS USING THE ROLE-BASED SYSTEM/APPLICATION SPECIFIC ACCOUNTS.



WATCH

- REFERS TO THE ASSIGNED POSITION AND TIME OF DUTY FOR PERSONNEL. IT ALSO IS USED TO REFER TO PERSONNEL WHEN THEY ARE PERFORMING THEIR ASSIGNED TASKS USING THE ROLE-BASED SYSTEM/APPLICATION SPECIFIC ACCOUNTS AND MAY BE INTERPRETED AS “SHIFT”.



PROCEDURES IN GENERAL

- FUNCTIONAL ACCOUNTS MUST HAVE AN ACCOUNT CUSTODIAN TO MANAGE ACCESS AND PROVIDE OVERALL SUPERVISION OF THE ACCOUNT



RESTRICTIONS FOR ALL FUNCTIONAL ACCOUNTS:

ACCOUNT MUST BE
ESTABLISHED IAW REFS D
AND E OF THE HANDOUT.



RESTRICTIONS FOR ALL FUNCTIONAL ACCOUNTS:

**MUST BE LIMITED TO ONLY
THOSE SPECIFIC COMMAND-
APPROVED FUNCTIONS
REQUIRED TO MEET
WATCHSTANDING OR
SYSTEM/APPLICATION
REQUIREMENTS.**



RESTRICTIONS FOR ALL FUNCTIONAL ACCOUNTS:

ACCOUNT SHALL BE LOGGED-
OFF AND SEAT REBOOTED
DAILY TO ALLOW
MAINTENANCE CHANGES AND
SOFTWARE PUSHES TO TAKE
EFFECT.



RESTRICTIONS FOR ALL FUNCTIONAL ACCOUNTS:

**FUNCTIONAL ACCOUNTS
WILL NOT BE GRANTED
ADMINISTRATIVE RIGHTS ON
THE NETWORK OR ON THE
LOCAL SYSTEM AT ANY TIME.**



RESTRICTIONS FOR ALL FUNCTIONAL ACCOUNTS:

EMAIL AND GLOBAL
ADDRESS LISTING (GAL)
NAMING STANDARDS FOR ALL
FUNCTIONAL ACCOUNTS
SHALL BE IAW REFS D AND E



RESTRICTIONS FOR ALL FUNCTIONAL ACCOUNTS:

THIS POLICY APPLIES TO
BOTH CLASSIFIED AND
UNCLASSIFIED SEATS.



CONTROLS FOR ALL FUNCTIONAL ACCOUNTS:

1. PHYSICAL -
PHYSICAL ACCESS TO
SPACE MUST BE
CONTROLLED TO PREVENT
UNAUTHORIZED ACCESS.
USE OF CIPHER LOCKS OR
OTHER PHYSICAL ACCESS
CONTROL DEVICES IS
REQUIRED.



CONTROLS FOR ALL FUNCTIONAL ACCOUNTS:

2. ADMINISTRATIVE -
ACCOUNT CUSTODIAN MAINTAINS
CONTROL OF ACCOUNT LOGIN ID
AND PASSWORD. THE USE OF
WATCH BILLS ALONG WITH AN
OFFICIAL "TURNOVER" LOGBOOK
IS REQUIRED. AT WATCH/SHIFT
TURNOVER, A PASS DOWN
LOGBOOK IS USED BY EACH
WATCH/SHIFT AND PROVIDES A
WRITTEN RECORD OF BOTH THE
OFF GOING AND ON COMING
WATCHSTANDER NAMES.



CONTROLS FOR ALL FUNCTIONAL ACCOUNTS:

3. ACCOUNT -
AUTHORIZED USERS WILL HAVE
ACCESS TO FUNCTIONAL
ACCOUNT LOGIN AND PASSWORD
TO ACCESS THE ACCOUNT AS
REQUIRED. THE PASSWORD SHALL
BE CHANGED BY THE ACCOUNT
MANAGER WHEN THERE IS A
CHANGE IN WATCHSTANDERIDUTY
PERSONNEL OR ON A REGULAR
BASIS NOT TO EXCEED 90 DAYS TO
PREVENT UNAUTHORIZED
ACCESS.



TYPES OF FUNCTIONAL ACCOUNTS:

WATCHSTANDER /
DUTY -

OPERATIONAL BASED

FUNCTIONAL
ACCOUNTS:



WATCHSTANDER / DUTY OPERATIONAL BASED FUNCTIONAL ACCOUNTS:

DESCRIPTION:

A. MEMBERS OF THE DUTY OR WATCH TEAM ROTATE ON A SET SCHEDULE (USUALLY EVERY 4-8 HOURS) BUT THE COMMAND IDENTITY REMAINS CONSTANT. AS INDIVIDUALS ASSUME THE DUTY OR WATCH, THEY ALSO ASSUME OWNERSHIP AND ALL ATTENDANT RESPONSIBILITIES ASSOCIATED WITH THE FUNCTIONAL



WATCHSTANDER / DUTY OPERATIONAL BASED

~~FUNCTIONAL ACCOUNTS.~~

DESCRIPTION:

**B. THESE ACCOUNTS
ARE NORMALLY
REQUIRED TO BE
LOGGED ON AT ALL
TIMES**



WATCHSTANDER / DUTY OPERATIONAL BASED FUNCTIONAL ACCOUNTS:

DESCRIPTION:

**C. ACCOUNTS
GENERALLY SUPPORT
OPERATIONAL
COMMAND CENTER
WATCHES SUCH AS
BATTLE WATCH CAPTAIN**



**WATCHSTANDER / DUTY OPERATIONAL
BASED
FUNCTIONAL ACCOUNTS:**

**ACCOUNT - SEAT
FUNCTIONALITY:**



WATCHSTANDER / DUTY OPERATIONAL BASED FUNCTIONAL ACCOUNTS:

ACCOUNT - SEAT

FUNCTIONALITY

- A. GENERALLY, PROVIDES FULL USMC ACCOUNT FUNCTIONALITY TO INCLUDE ACCESS TO INTERNET/NIPRNET/SIPRNET, NETWORK SERVICES, MAPPED APPLICATIONS ON ASSOCIATED SEAT(S), EMAIL, PUBLIC FOLDERS AND FILE SHARES, LOCAL/NETWORK STORAGE MEDIA AND COMMAND VALIDATED, WATCHSTANDER REQUIRED, LEGACY NETWORK RESOURCES**



WATCHSTANDER / DUTY OPERATIONAL **BASED** **FUNCTIONAL ACCOUNTS:**

ACCOUNT - SEAT

B. ~~ACCOUNT CAN BE~~ **FUNCTIONALITY** PROCESSED
FROM ONLY COMMAND-
DESIGNATED WATCHSTANDER OR
DUTY SEATS. NORMALLY, THIS
FUNCTIONAL ACCOUNT WILL BE
ASSOCIATED TO A SPECIFIC SEAT
OR GROUP OF SEATS.



**WATCHSTANDER / DUTY OPERATIONAL
BASED
FUNCTIONAL ACCOUNTS:**

ACCOUNT - SEAT

**C. EXTENDED SCREENSAVER
TIME-OUT SETTING IS PERMITTED
LAW REF F. III**



WATCHSTANDER / DUTY OPERATIONAL BASED FUNCTIONAL ACCOUNTS:

RESTRICTIONS:

- ROAMING PROFILES WILL BE DISABLED
- ACCESS TO ACCOUNT FROM ANY OTHER NMCI SEAT IS NOT AUTHORIZED



WATCHSTANDER / DUTY -

ROLE BASED FUNCTIONAL

ACCOUNTS:



WATCHSTANDER / DUTY - ROLE BASED FUNCTIONAL ~~ACCOUNTS:~~ DESCRIPTION:

A. MEMBERS OF THE DUTY OR WATCH TEAM ROTATE DAILY BUT THE COMMAND IDENTITY REMAINS CONSTANT. AS INDIVIDUALS ASSUME THE STAFF POSITION, THEY ALSO ASSUME OWNERSHIP AND ALL ATTENDANT RESPONSIBILITIES ASSOCIATED WITH THE WATCH/DUTY FUNCTIONAL ACCOUNT.



WATCHSTANDER / DUTY - ROLE BASED FUNCTIONAL ~~ACCOUNTS:~~ DESCRIPTION:

**B. THESE ACCOUNTS GENERALLY
SUPPORT DOD/JOINT DUTY
FUNCTIONS SUCH AS COMMAND
DUTY OFFICER.**



WATCHSTANDER / DUTY - ROLE BASED FUNCTIONAL

~~ACCOUNTS:~~ DESCRIPTION:

**C. ACCESS IS PERMITTED BY ONLY
THOSE AUTHORIZED USERS
DESIGNATED ON-WATCH OR DUTY
INDIVIDUAL AND ONLY DURING
THE ACTUAL PERFORMANCE OF
THEIR WATCH/DUTIES.**



WATCHSTANDER / DUTY - ROLE BASED FUNCTIONAL ACCOUNTS:

ACCOUNT - SEAT FUNCTIONALITY



WATCHSTANDER / DUTY - ROLE BASED FUNCTIONAL ACCOUNTS:

ACCOUNT - SEAT

FUNCTIONALITY

A. GENERALLY, PROVIDES FULL ACCOUNT FUNCTIONALITY TO INCLUDE ACCESS TO INTERNET/NIPRNET, NETWORK SERVICES, MAPPED APPLICATIONS ON ASSOCIATED SEAT(S), E-MAIL, PUBLIC FOLDERS AND FILE SHARES, AND LOCAL/NETWORK STORAGE MEDIA AND LEGACY NETWORK



WATCHSTANDER / DUTY - ROLE BASED FUNCTIONAL ACCOUNTS:

ACCOUNT - SEAT

**B. ACCOUNTS FROM ALL
PROFILES PERMITTED
(ENABLED).**



WATCHSTANDER / DUTY - ROLE BASED FUNCTIONAL ACCOUNTS:

**ACCOUNT - SEAT
FUNCTIONALITY
C. USERS ARE
DESIGNATED AS
DELEGATES OF THE
FUNCTIONAL MAILBOX.**



WATCHSTANDER / DUTY - ROLE BASED FUNCTIONAL ACCOUNTS:

ACCOUNT - SEAT

**D. E-MAIL ~~FUNCTIONALITY~~ FROM THE
USER "ON BEHALF OF" THE
FUNCTIONAL ACCOUNT.**



WATCHSTANDER / DUTY - ROLE BASED FUNCTIONAL ACCOUNTS:

ACCOUNT - SEAT

**E. A SERVER-BASED RULE TO
AUTOMATICALLY MOVE A
COPY OF ALL SENT E-MAILS
TO THE FUNCTIONAL
MAILBOX'S SENT FOLDER
MUST BE ESTABLISHED**



WATCHSTANDER / DUTY - ROLE BASED FUNCTIONAL ~~ACCOUNTS:~~ RESTRICTIONS:

- PHYSICAL - SINCE USER ACCESS OF THESE FUNCTIONAL ACCOUNTS IS VIA ANY USMC SEAT (EG ROAMING PROFILES), NO ADDITIONAL PHYSICAL SECURITY CONTROLS ARE REQUIRED.



APPLICATION SPECIFIC / ROLE BASED FUNCTIONAL ACCOUNTS:



APPLICATION SPECIFIC - ROLE BASED FUNCTIONAL ~~ACCOUNTS:~~ DESCRIPTION



APPLICATION SPECIFIC - ROLE BASED FUNCTIONAL ACCOUNTS: **DESCRIPTION:**

A. PERSONNEL REQUIRED TO ACCESS AUTOMATED DATA PROCESSING RESOURCES FOR THE PURPOSE OF ACCESSING A SPECIFIC SYSTEM/APPLICATION IN ORDER TO COMPLETE THE COMMAND-SPECIFIED DUTY ASSIGNED. THE INDIVIDUALS MAY CHANGE BUT THE COMMAND IDENTITY REMAINS CONSTANT. AS INDIVIDUALS ASSUME THE ROLE BASED POSITION, THEY ALSO ASSUME OWNERSHIP AND ALL ATTENDANT RESPONSIBILITIES ASSOCIATED WITH THE USE OF THIS ACCOUNT.



APPLICATION SPECIFIC - ROLE BASED FUNCTIONAL ~~ACCOUNTS:~~ DESCRIPTION:

**B. THESE ACCOUNTS GENERALLY
SUPPORT INDUSTRIAL WORK AREAS
WHERE MULTIPLE PERSONNEL MUST
SHARE COMMON WORKSTATIONS FOR
INPUTTING AND REVIEWING OF JOB
RELATED INFORMATION.**



APPLICATION SPECIFIC - ROLE BASED FUNCTIONAL ~~ACCOUNTS:~~ DESCRIPTION:

**C. ACCESS IS PERMITTED BY ONLY
THOSE AUTHORIZED USERS
DESIGNATED BY THE PROGRAM
MANAGER OF THE SPECIFIC
SYSTEM/APPLICATION AND ONLY
DURING THE ACTUAL PERFORMANCE
OF THEIR DUTIES.**



APPLICATION SPECIFIC - ROLE BASED FUNCTIONAL ACCOUNTS:

**ACCOUNT - SEAT
FUNCTIONALITY:**



APPLICATION SPECIFIC - ROLE BASED FUNCTIONAL ACCOUNTS:

ACCOUNT - SEAT FUNCTIONALITY:

THIS ACCOUNT SHALL ONLY PROVIDE THE SYSTEM/APPLICATION SPECIFIC ACCESS REQUIRED. IT WILL NOT PROVIDE FULL ACCOUNT FUNCTIONALITY TO INCLUDE ACCESS TO INTERNET/NIPRNET, NETWORK SERVICES, NON-MAPPED APPLICATIONS ON ASSOCIATED SEAT(S), E-MAIL, PUBLIC FOLDERS AND FILE SHARES, AND LOCAL/NETWORK STORAGE MEDIA AND LEGACY NETWORK RESOURCES.



APPLICATION SPECIFIC - ROLE BASED FUNCTIONAL ~~ACCOUNTS:~~ RESTRICTIONS

- ACCESS TO ACCOUNT FROM ANY OTHER NMCI SEAT IS NOT AUTHORIZED.
- ACCOUNT ROAMING PROFILES ARE NOT PERMITTED (DISABLED).



Functional Mailboxes

Functional Mailboxes can be created through the Service Request process.



Questions?





Share Drive Space Management

31 January 2006



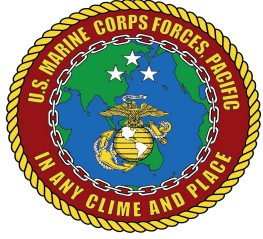
Importance of Share Drive Management

- Share drives (W:) are used to save files, folders, and other various documents, throughout a command, in one central location, making it easy for everyone to access data from every section. When the share drives get to close to their maximum capacity they can begin to lag, making waiting substantial, and the chances are great that data could be lost.



Managing a Share Drive

- Files such as (*.jpeg (jpg), *.mpeg (mpg), *.avi, *.pst, and mp3) should, as often as possible, be saved to a CD, External HD, or some other form of storage. Though there are no policies against saving these files to the share drive, it is good practice to refrain from saving them to the share drive.
- Files that are older/larger than a certain date/size should also be saved to some type of external storage device



Share Drive Management

QUESTIONS?



Share Drive Maintenance

- This starts and ends with eliminating unused data. Every section to set aside a little time at least once a month to browse through their share drive data and remove that which they neither use nor need. Our biggest problem is that there are files that have been in the system for years and haven't been touched in quite some time. Items like need to be eliminated, freeing up space desperately needed space.





Viewing Public Folders

31 January 2006



What are Public Folders?

- They are basically repositories for information that can be used to store messages. Public folders are used as a means of access to messages for different groups and users (with proper permissions) In your command.
- If you do not have access to view or modify Public Folders you need to submit a MAC Request. This is located at

W:\Forms\C6\MAC Request\MAC Request



How to Access Public Folders

- Open Microsoft Outlook
- Click on the View tab (to view folder list)
- Click on Folder List
- When the folder list comes up check “+” next to Public Folders



How to View a Specific Public Folder

- Click on “Public Folders” in the folder list pane.
- All Public Folders
- Marines
- MARFORPAC All Messages
 - MARFORPAC All Message Archive/MARFORPAC DMS All Messages
 - Then choose the section you wish to view or modify.



Archiving Public Folders

31 January 2006



Public Folders Archive

- Archiving moves Public Folder items older than a specified date or larger than a specified size to a public folder that only you (and those you designate) have access to.
- Messages stored inside your Archived Public Folder, do not count against your mailbox size limit.
- You can access Public Folder Archives using Microsoft Outlook or Outlook Web Access.
 - Larger files take longer to open and are more susceptible to corruption.

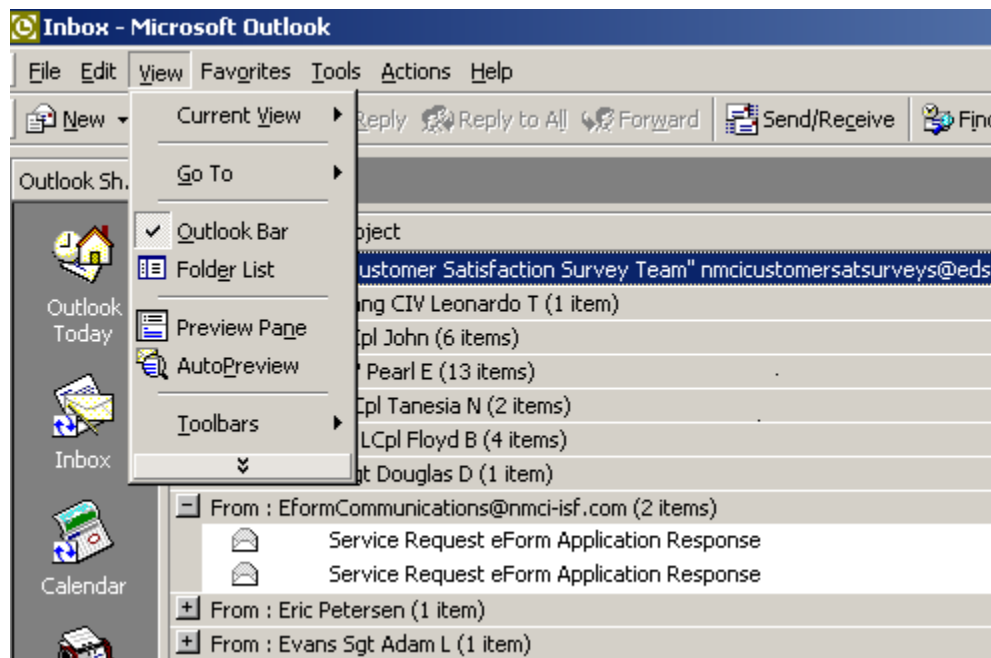


Viewing Public Folder Archives

- Open Microsoft Outlook
- Click on View
- Then click Folder List
- When the Folder List comes up click “+” next to Public Folders.



Viewing Folder List





Viewing Public Folder Archives

(Cont)

- Click on “All Public Folders”
- Marines
- MARFORPAC
 - Groups
 - From here you can choose which folder archive you wish to view.
 - After you click “+” next to the section folder you wish to view you’ll see that some sections may have additional sub-folders.



Creating a New Archive Sub-Folder

- After you click on “+” next to groups, locate the corresponding section you wish to modify. Right click on it. Click on New Folder. Here you will enter the folder name, and in the box marked “Folder Contains” you’ll choose what you wish to go into that folder. For automatic archiving of messages you have to utilize “Rules Wizard” under Tools.



Questions?